

UC SANTA BARBARA POLICY AND PROCEDURE

Centennial House – Use of

Contact: Institutional Advancement

Revised: April 2007

Supersedes: Use of Centennial House Policy 5560, March 16, 1998

USE OF CENTENNIAL HOUSE

I. INTRODUCTION

Centennial House was built by the UCSB Affiliates, in honor of the University's Centennial year, and was given to The Regents in 1969. The house adjoins University House. It was designed primarily for events held for and by University support group organizations and to provide a non-institutional setting for University meetings between community and campus representatives, official campus events, departmental seminars, and receptions.

II. AUTHORITY

- A. The Office of the Vice Chancellor, Institutional Advancement is responsible for governing the use of Centennial House.
- B. The Office of Public Events, under the direction of the Office of the Vice Chancellor, Institutional Advancement, is responsible for coordinating all use and maintenance of the facility, in coordination with Housing and Residential Services.

III. POLICY

A. Allowable Use

1. Campus departments and groups, such as the UCSB University Support Groups, the Development Office, The UCSB Foundation, and the UCSB Alumni Association, whose primary purpose is working with the community, will be given priority to use Centennial House.
2. Centennial House may not be used as a regular meeting place for student organizations or campus departments, or as a classroom for regularly scheduled classes, but may be approved for use for one-time-only social or instructional events, with attendance limited to approximately 40 persons.
3. Music, amplified or acoustic, is not permitted in the house or on the patio. Occasional exceptions to this policy may be approved by special request.
4. Preparation of food and serving of meals is not permitted in Centennial House. Catering of light foods (hors d'oeuvres, coffee and cookies, cheese and crackers, box lunches) is allowed with prior approval and consistent with the [Food Services Policy](#).

B. Conduct

Centennial House adjoins University House. When using Centennial House, hosts and guests are to conduct themselves in such a way as not to interfere with activities taking place in University House. Reservations for an event in Centennial House do not imply use of University House or its grounds.

C. Reservations and Access

1. Reservations for Centennial House are obtained through the Office of Public Events at 893-2117.
2. Reservations will be confirmed only after a Centennial House Use Agreement (see appendix) has been completed and signed by the requesting department or group and returned to and approved by the Office of Public Events. When making reservations, University hosts must provide the Office of Public Events with an appropriate departmental account name and number in lieu of a cleaning deposit. Non-University hosts must provide to Public Events a check for a \$200 refundable cleaning deposit, made payable to The Regents of the University of California, prior to the event. Any expenses for extraordinary cleaning or repair of damage may be deducted from the account/cleaning deposit. Any remaining balance will be returned to the hosting department/group.
3. The host is responsible for making arrangements to pick up the building key from Housing and Residential Services prior to the event.

D. Facility Amenities

1. The telephone number at Centennial House is 893-4122. The phone is restricted to local calls.
2. There is seating for approximately 28 people. The room will accommodate approximately 40 people standing and an additional 30 people on the patio.
3. The house contains a full bathroom.
4. Six 6-foot folding tables and 20 stacking chairs are located in the storage closet.
5. Hosts must furnish any other supplies, including additional chairs and tables as necessary. Hosts must make appropriate arrangements with Furniture Services and are responsible for associated charges. Hosts should include set-up and tear-down time in their request for use of the house.

E. Parking

1. The hosting group or department is responsible for informing non-University guests of campus parking regulations and parking fees.
2. Proximate parking may be available in Lot No. 5, to the west of Centennial House and University House. Parking is not permitted in front of either house, or in the small lot across from it, or in the driveway at University House.

F. Post Event Responsibilities

1. Hosts are to restore Centennial House to its original condition, as follows:
 - a. The thermostat should be returned to 55 degrees.
 - b. Folding tables and stacking chairs must be returned to the storage closet.
 - c. Lights must be turned off.
 - d. Trashcans are to be emptied into containers outside the building.
 - e. Windows must be closed and doors locked.
2. Hosts are to return the key to Housing and Residential Services directly after the event and the restoration of the facility, unless prior arrangements have been approved.

IV. RELATED POLICY

[Food Services Policy](#)

V. APPENDIX

Centennial House Use Agreement (for printing on reverse side)

**UC SANTA BARBARA POLICY AND PROCEDURE
Appendix: Centennial House Use Agreement**

CENTENNIAL HOUSE USE AGREEMENT

DATE _____ Start Time _____ Finish Time _____
Day of Week Month/Day/Year

Purpose of Event _____

Host Department _____ Contact Person and Telephone _____

Total Number of persons attending _____ from campus _____ from off-campus _____

If refreshments will be served, please describe:

Department Account Name and Number _____

I agree to comply with UCSB's Policy on the Use of Centennial House. I am authorized to commit my department to be financially responsible for the cost of cleaning beyond normal maintenance and/or any damage that may occur during this use of Centennial House.

Authorized Departmental Signature _____

Print Name _____

KEY: You must obtain a key to use the House.

During the week - Monday through Friday 8 a.m. to 5 p.m.: Pick up the key from Housing and Residential Services. Please return the key immediately after your meeting.

Evenings after 5 p.m. and weekends - Saturday and Sunday: Make arrangements with the Public Events Office (893-2117), such as returning the key the next working day after your meeting.

YOUR RESPONSIBILITIES:

1. Please leave the room clean and picked up. All trash must be put in the large trash container located beyond the gate on the left hand side of the patio.
2. All furniture must stay inside the room and if rearranged must be returned to the original set up. Furniture removed from the closet must be returned after use.
3. No parking in the adjacent driveway.
4. No meals may be served; light refreshments are allowed, with prior approval.
5. Please lock the door when you leave and return the key. Thank you.

FURNISHINGS:

8 large chairs; 20 stacking chairs, and six 6-foot folding tables.

For other furnishings, contact Central Stores, x2732.

For audio/visual needs, contact Instructional Development, x3549.

You are responsible for all rentals and must be present when they are delivered and picked up.

**RETURN THE SIGNED ORIGINAL AGREEMENT TO PUBLIC EVENTS, UCSB, SANTA BARBARA, CA 93106-1135
ATTENTION: CENTENNIAL HOUSE SCHEDULING**